



COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

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COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors, Area Agencies on Aging
Transportation Managers

FROM: Tim Catherman, Deputy Commissioner, Support Services

DATE: January 6, 2004

**SUBJECT: DEPARTMENT OF GENERAL SERVICES MONTHLY MILEAGE
REPORTS**

The vehicle lease requires AAAs to submit a monthly odometer reading by the 5th of the following month. In the past we were able to allow a grace period of a few days. However, Department Of General Services has tightened its reporting requirement. Therefore, please insure your report is submitted to Faye Cates, VDA Transportation Coordinator by the 5th.

If your report is not submitted by the 5th, we will report the same number of miles submitted on the previous month's report.

We appreciate your attention to this matter. If you have any questions, please call Faye Cates at (804) 662-9310 or me.

Cc: Faye Cates

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Carol Cooper Driskill

DATE: January 6, 2004

SUBJECT: Older Americans Month National Photography Contest

The Administration on Aging, working in partnership with the National Institute of Senior Centers (NISC), a program of the National Council on Aging, is pleased to introduce the 2004 Older Americans Month National Photography Contest. The purpose of the contest is to enhance the image of older persons to all generations through photographs.

The photographs are to reflect the photographer's interpretation of the 2004 Older American's Month Theme: Aging Well, Living Well. The Administration on Aging encourages all senior centers to participate.

To learn more about the contest, including rules and registration information, please go to: http://www.aoa.gov/press/oam/photo_contest/photo_contest.asp.

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: AAA Directors

FROM: Bill Peterson

DATE: January 6, 2004

SUBJECT: **VHCF is Accepting Applications for Funding**

The Virginia Health Care Foundation (VHCF) is accepting letters of intent for their Spring 2004 funding cycle. VHCF helps fund public-private initiatives that increase access to primary health care for Virginia's uninsured and medically underserved.

To learn more about VHCF's funding, go to: <http://www.vhcf.org>, or contact Elaine Summerfield or Julie Jones at 804-828-5804.

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim Catherman, Deputy Commissioner, Support Services

DATE: January 6, 2004

SUBJECT: Information Technology Primer

Information Technology continues to develop at a rapid pace. One website that is useful to stay abreast of developments and terminology in a reader friendly format is www.techsoup.org or www.techsoup.com. This website advertises itself at “*The Technology Place for Nonprofits*.”

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: AAA Directors

FROM: Bill Peterson

DATE: January 6, 2004

SUBJECT: The Nonprofit Lobbying Guide

Below is a link to print a copy of **The Nonprofit Lobbying Guide, The Second Edition** (entire book in one .pdf file, 990KB). This is a handbook for volunteers and staff of charitable organizations, especially new volunteers and staff, to help them take advantage of the rules for lobbying by charities.

The Nonprofit Lobbying Guide is divided into three parts. Part One provides how-to information on lobbying by charities. Almost every national organization has written a manual on how to influence legislation. Each charity's organizational structure is different, and so it is not possible to provide detailed how-to information that will fit every group's needs. There are, however, some approaches to lobbying that seem to accomplish the job for almost all charities, and those approaches are included.

Part Two gives information, in laypersons' language, concerning a number of technical questions: How much lobbying by charities is legal under federal law? How do the new IRS regulations on lobbying by charities affect the amount of lobbying you can do? Can a private foundation grant funds to a charity that lobbies? What information on the views of a candidate for public office can a charity provide to its members? What are the federal requirements for disclosure of lobbying activities? Most of the technical information applies equally to lobbying at the federal, state, and local levels.

SUBJECT: The Nonprofit Lobbying Guide
Page 2 of 2

Part Three includes statements from six noted charity leaders—ranging from long-time lobbyists to life-long volunteers—about why they lobby in the public interest. The main purpose of this section is to encourage staff of charities, especially those beginning their professional lives, to consider lobbying for charities as a career choice. The statements provide ample evidence of the enormous satisfaction that comes from charity lobbying by both volunteers and staff.

Link: <http://www.clpi.org/BOOK/nonprofitlobbyingguide.pdf>

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Carol Cooper Driskill

DATE: January 6, 2004

SUBJECT: *HOME SAFE HOME, VIRGINIA!* 2004 Grant Application
(Deadline: January 30, 2004)

You are invited to apply for a grant from Virginia Department of Health to implement *Home Safe Home, Virginia!* a program to prevent elderly fall and fire-related injuries. This grant differs somewhat from the funding opportunity provided during the past three years and is open to *all* Virginia agencies. Area Agencies on Aging that received *Home Safe Home, Virginia!* funding previously are not eligible to apply.

Home Safe Home, Virginia! is an elderly fall and fire prevention program which utilizes the *Remembering When* program to educate seniors through group presentations and home visits. The grant provides the *Remembering When* curriculum, smoke detectors, bath mats, night-lights, travel and educational materials. *Remembering When: a Fire and Fall Prevention Program for Older Adults*, was developed by The National Fire Protection Association's Center for High-Risk Outreach to help older adults live safely at home for as long as possible.

Attached are an information sheet and grant application from Center for Injury and Violence Prevention at Virginia Department of Health. **The deadline is January 30, 2004.** The project period runs February 1, 2004 through July 31, 2004. Additional information is available at <http://www.vahealth.org/civp/fundcivp.asp>.

Thank you for your continued commitment to our older Virginians and their safety.

HOME SAFE HOME, VIRGINIA!

A program to prevent elderly fall and fire-related injuries

2004 GRANT APPLICATION

Applicant: Please briefly address each question in your application. Please fax or mail application to Rhonda Keith, Virginia Department of Health. Fax number: 804/864-7748.

Applications must be received by January 30, 2004.

1. Identify the following:
 - Organization(s) to receive the **HOME SAFE HOME, VIRGINIA!** Program
(Communities may partner for this program, but there must be only one point of contact)
 - Name of local Area Agency On Aging
 - Contact person and contact information (address, phone, fax, and e-mail)
2. Describe the reasons your agency should be selected to receive funding to implement **HOME SAFE HOME, VIRGINIA!** (include: need, benefits, implementation of past or current fire/fall assessment and/or prevention programs, success of implementing other programs, resources available, etc.).
3. Please specify the number of program smoke detectors you are applying for: 1,000, 2,000 or 3,000
4. Provide information on your target demographic:
 - Describe your at-risk population (include population over 65 years old, along with the poverty rate and any additional information about your population/demographics)
 - Size of your service area
 - AAAs may attach "Demographic Profile of the Planning and Service Area" from the most recent Annual Plan.
5. What facilities, resources, staff, and volunteers are currently available to implement the program? Describe proposed staffing (paid staff and/or volunteers) by task, current job description, and estimated percentage of time to be allocated to the program.
6. Provide a detailed description (who, what, when, where and how) of the specific activities that would be undertaken to achieve each component of **HOME SAFE HOME, VIRGINIA!**
7. Describe how your Agency would collaborate with community agencies and organizations to install safety equipment (smoke detectors, distribute bath mats and nightlights) in homes and to evaluate the success of the program.
8. It is required that you install smoke detectors, distribute bath mats and nightlights which you will receive as part of the program, and provide educational presentations (either by home visits, group presentations or a combination of both). Estimate the number of people you will be able to reach by home visits and by group presentations and describe how you would accomplish this objective.
9. Describe how you would publicize and promote **HOME SAFE HOME, VIRGINIA!**
10. Budget: Estimate (by percentage breakdown) how your agency would spend \$15,000 for implementation of HOME SAFE HOME, VIRGINIA! (Factoring in: Smoke detectors \$10 each, bath mats and nightlights, "Remembering When" kits \$25 each, program video \$350 each).

HOME SAFE HOME, VIRGINIA!

A program to prevent elderly fall and fire-related injuries

GRANT OPPORTUNITY

Program Description: *HOME SAFE HOME, VIRGINIA!* is an elderly fall and fire prevention program which utilizes the NFPA's *Remembering When* program to educate Seniors through group presentations and home visits. The *HOME SAFE HOME, VIRGINIA!* grant provides the *Remembering When* curriculum, smoke detectors, bath mats, night lights, educational videos and brochures.

HOME SAFE HOME, VIRGINIA! is jointly coordinated and delivered at the state level by the Virginia Department of Health and the Virginia Department of Aging.

Purpose of Program: To reduce elderly fall and fire-related injuries and deaths in Virginia by educating Seniors on fall and fire prevention and installing safety devices in homes.

Local Agencies Receive: For the project period February 1, 2004 through July 31, 2004, each Agency chosen will receive funding for smoke detectors, bath mats, night lights, travel and educational materials.

Participant Requirements: Each participating Agency will:

- Assign a program coordinator
- Attend a mandatory introductory meeting and training
- Create a community collaborative approach to the program
- Educate elderly residents in fall and fire prevention utilizing the *Remembering When* program
- Install all the smoke detectors you receive in residences
- Distribute all the bath mats and night lights received through the grant
- Conduct pre- and post- evaluation of the program with residents
- Provide progress reports, financial status reports, and final reports

Evaluation of applications: Each application will be evaluated on:

- Demographic information
- Need for program
- Benefits of developing and implementing the program
- Implementation of past or current prevention programs
- Resources available (including staffing or proposed staffing)
- Proposed program implementation plan
- Ability to collaborate with community organizations
- Ability to publicize and promote the program

For more information, please contact:

Rhonda Keith, MS

Injury Prevention Specialist

Center for Injury and Violence Prevention

Virginia Department of Health

109 Governor Street, 8th Floor

tel: 804/ 864-7734

fax: 804/864-7748

e-mail: rhonda.keith@vdh.virginia.gov

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Carol Cooper Driskill

DATE: January 6, 2004

**SUBJECT: Fiscal Year 2003 Final Meal Count (Due January 16, 2004)
(Repeat of 12/23/03 Tuesday Mailing)**

We are in the process of compiling Final Meal Counts for Nutrition Services Incentive Program (NSIP – previously USDA) for Fiscal Year 2003 (October 1, 2002 – September 30, 2003). **Please remember that this information will be the basis for allocation of funds to AAAs in Fiscal Year 2005.** Funding to AAAs in Fiscal Year 2004 will be based on meals served in Fiscal Year 2002.

This year I am handling the Final Meal Count Certification process differently than in the past. On the Certification Form, please report and certify the number of NSIP Eligible Congregate Meals Served and the number of NSIP Eligible Home Delivered Meals Served, along with the Total Number of NSIP Eligible Meals Served. **Then attach a copy of your AIM VA95 Report for the time period October 1, 2002 – September 30, 2003.** This number should be the same as the AMR total for the same time period. All of the numbers should match. **Please attach an explanation if the numbers do not match.**

It is the intention of VDA to use the AIM VA95 Report for the Certified Final Meal Count for Fiscal Year 2004.

For your convenience, I have included excerpts from the VDA Service Standards regarding eligibility and Nutrition Services Incentive Program (NSIP).

SUBJECT: Fiscal Year 2003 Final Meal Count

Page 2 of 2

Regarding meals provided under Title III-E National Caregiver Support Program – this year only, meals may be included in the count for Eligible Congregate or Eligible Home Delivered Meals *as long as the person receiving the meal meets eligibility requirements* under those programs. If an individual was provided with a meal, but is not eligible to receive the meal under Congregate Nutrition Services or Home Delivered Nutrition Services, DO NOT include that meal. As a reminder, Title III-E National Caregiver Support Program meals are tracked separately for Fiscal Year 2004.

Please contact me by telephone (804-662-9319) or email (carol.driskill@vda.virginia.gov) with any questions.

Certified information is final and will not be changed after it is sent to VDA. **Please mail or fax the completed Certification Form to Carol Driskill at (804) 662-9354 prior to Friday, January 16, 2004.** Thank you for your timely assistance with this matter.

Certification
AAA Final Meal Count – Fiscal Year 2003
October 1, 2002 – September 30, 2003

Number of NSIP (USDA) Eligible Meals Served

Please attach copy of AIM VA95 Report for 10/1/02 – 9/30/03

Number of **NSIP Eligible Congregate** Meals Served: _____

Certified Number matches AIM VA95 Report: Yes____ No____*

* Explanation attached

Number of **NSIP Eligible Home Delivered** Meals Served: _____

Certified Number matches AIM VA95 Report: Yes____ No____*

* Explanation attached

Total Number of NSIP Eligible Meals Served: _____

**Note that the Number of NSIP Eligible Meals Served is final and may not be
changed after certified data is sent to VDA.**

An explanation must be attached if “No” was checked above

Authorized Signature: _____

Title: _____

Agency: _____

PSA No.: _____

Date: _____

VDA NUTRITION SERVICE STANDARDS – ELIGIBLE POPULATION

Congregate Nutrition

Eligible Population –Congregate Nutrition Services are targeted to persons 60 years of age or older. Priority shall be given to older individuals with greatest economic and social need, with preference to low- income minority individuals and to those older persons residing in rural or geographically isolated areas. In addition to meeting established eligibility, individuals must be mobile, not homebound, and physically, mentally and medically able to attend a congregate meals program in accordance with written Area Agency on Aging (AAA) guidelines.

Other individuals eligible to receive a congregate meal include:

- The recipient's spouse, regardless of age or disability
- Individuals with disabilities who are not older individuals but who reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided
- At the discretion of the AAA, individuals with disabilities, regardless of age, who reside at home with and accompany older eligible individuals to the congregate site
- At the discretion of the AAA, individuals, regardless of age, providing volunteer services during the meal hours

Home Delivered Nutrition

Definition of Homebound: Someone unable to leave home to attend regular social activities such as a senior center or congregate nutrition site. The recipient may be able to go to medical appointments, but probably needs escort assistance. A client without access to adequate nutrition and for whom transportation to a congregate site is unfeasible may be considered homebound.

Eligible Population – Home Delivered Nutrition Services are targeted to persons 60 years of age or older and homebound. Priority shall be given to older individuals with greatest economic and social need, with preference to low-income minority individuals and to those older persons residing in rural or geographically isolated areas.

Eligibility criteria includes:

- The individual must be homebound as defined above
- The individual must be unable to prepare meals and have no one available to prepare meals.
- The individual must be able to remain safely at home, with home delivered nutrition as a support service.

Other individuals eligible to receive home delivered nutrition services, include:

- The recipient's spouse, regardless of age or disability
- At the discretion of the AAA, an individual with disabilities, regardless of age, who resides at home with the recipient over age 60 who receives a home delivered meal.

Congregate and Home Delivered Nutrition

The AAA shall establish procedures for offering a meal on the same basis as meals are provided to participating older individuals, to other eligible individuals listed above. There is no prohibition against providing services to persons under age 60 with funds from other sources.

VDA SERVICE STANDARDS NUTRITION SERVICES INCENTIVE PROGRAM (NSIP)

Congregate Nutrition Service

Congregate Nutrition Service providers receiving Older Americans Act funds may participate in the Nutrition Services Incentive Program (previously USDA commodity food/cash distribution program). To be counted as an eligible meal, and therefore, receive NSIP reimbursement, the following requirements must be met:

- The person receiving a meal must meet eligibility requirements under Older Americans Act
- The participant or other eligible individual (not a volunteer) must be assessed using Uniform Assessment Instrument pages 1 – 3 minimum, “Determine Your Nutritional Health” Nutrition Screening Checklist, and Federal Poverty/VDA Sliding Fee Scale (unless all information needed to determine federal poverty is documented on UAI). Cost sharing does not apply to this service
- For an individual who provides volunteer services during the meal hours (not a site participant) and receives a congregate meal: the full legal name and service units (collected at least on a monthly basis) must be entered into AIM; the Social Security number is recommended but not required.
- The participant may make a donation, but cannot be charged for the meal, means tested for participation, or asked for a cost-share
- The AAA or service provider shall have a record keeping system that tracks frequency of participation and generate unduplicated count information (match the participant’s name with their meal)
- The meal must meet RDA and Adequate Intake (AI) requirements and Dietary Guidelines defined above
- Snacks, partial meals and second helpings cannot be counted as a “meal” for reporting purposes
- Congregate meals programs are authorized to serve two- and even three-meal a day programs and each meal can be reported for reimbursement purposes.
- Cash disbursements received under the Nutrition Services Incentive Program (NSIP) shall only be used to purchase United States agricultural commodities and other foods for their nutrition projects.

Agencies are not eligible to receive Older Americans Act funding for meals nor eligible to receive funding under NSIP if the agency:

- Is an adult day care agency that charges for meals in an adult day care facility as part of the total package of services
- Is an adult day care agency that provides meals funded by the USDA Child and Adult Care Food Program and reports the same meal to both programs
- Is an adult day care agency that provides meals funded through a Medicaid Waiver program

The meal is eligible if an adult day care provides meals only with Older American Act and matching funds.

Congregate meals provided to resident(s) living at an Assisted Living facility (previously called Adult Care Residence) and receiving Auxiliary Grant are not eligible for NSIP funding. The Assisted Living must reimburse the AAA for the cost of the congregate meal if Older Americans Act funds are used. The AAA should develop a written agreement with each facility indicating the

cost of each meal and specifics about how payment will be made. Each AAA should have a written policy regarding attendance of Assisted Living residents at congregate nutrition sites.

Home Delivered Nutrition Service

Home Delivered Nutrition Service providers receiving Older Americans Act funds may participate in the Nutrition Services Incentive Program (previously USDA Commodity Food/Cash Distribution Program). To be counted as an eligible meal, and therefore, receive NSIP reimbursement, the following requirements must be met:

- The person receiving a meal must meet eligibility requirements under Older Americans Act
- The client or other eligible individual must be assessed using Part “A” Uniform Assessment Instrument, “Determine Your Nutritional Health” Nutrition Screening Checklist, and Federal Poverty/VDA Sliding Fee Scale (unless all information needed to determine federal poverty is documented on UAI).
- The client may make a donation, but cannot be charged for the meal, means tested for participation, or asked for a cost-share
- The AAA or service provider shall have a record keeping system that tracks frequency of participation and generate unduplicated count information (match the client’s name with their meal)
- The meal must meet RDA and Adequate Intake (AI) requirements and Dietary Guidelines defined above
- Snacks and partial meals cannot be counted as a “meal” for reporting purposes
- Home Delivered Meals programs are authorized to serve two and even three-meal a day programs and each meal can be reported for reimbursement purposes
- Cash disbursements received under the Nutrition Services Incentive Program shall only be used to purchase United States agricultural commodities and other foods for their nutrition projects.